Scanning Checks

Use the CHECKscan screen to scan a batch of checks. After you scan the checks, you must review them and address any errors or warnings that may exist before you post the batch.

To scan a batch of checks

1

Open the CHECKscan screen.

2

Complete the Tape Information section:

Total Entered

Running total of the check amounts of the scanned checks. Voyager calculates the total based on the check amounts it detects as you scan the checks. When you change the amount entered for a check and save your edit, Voyager updates the total in this field.

Items Entered

Running total count of the scanned checks.

Deposit Date

Date on which to post the Voyager bank deposit.

Date Received

Date on which you received the checks. If the batch contains checks that were received on multiple days, you can change this date for individual checks on the Payment screen.

Total Declared

The total amount of all the checks in the batch. This is the batch total that you calculated as described in Calculating a Batch Total. If the amount is $1,000.00 or greater, do not enter a comma.

Items Declared

Total number of checks in the batch. This is the total number of checks that you counted as described in Calculating a Batch Total.

Post Month

Defaults to the system-level operating month and year.

Vertical

(Appears in the CHECKscan Windows app.)

Depending on the selected vertical, vertical-specific fields may appear on the CHECKscan screen or one of the screens that you can access from the CHECKscan screen.

3

Load the batch of checks into the scanner feed tray.

Refer to the check scanner documentation if you are unsure how to load the feed tray.

4

Click Go. Voyager saves the information that you entered in the Tape Information section and then closes that section. The scanner begins scanning the checks and a row appears on the CHECKscan screen for each scanned check.

Graphical user interface, application, table

Description automatically generated

If, after you scan the checks that you initially loaded into the scanner feed tray you want to scan additional checks into the batch, use the Scan button.

For each check that you scan, Voyager searches for tenants that are associated with its routing and bank account numbers. Voyager also evaluates other aspects of the check and then assigns a color status to it. You cannot post a batch if any checks in the batch have a Blue or Red status.

5

Review each check on the CHECKscan screen. Look at the color status and then look at the message in the corresponding Comment field. The following table describes each color status and what actions you will take as you review the checks and address any errors or warnings:

A Green status indicates that:

•

Voyager identified only one tenant that is associated with the routing number and bank account number printed on the check and Voyager has assigned the check to this tenant.

•

The check amount equals the total amount of the tenant’s open charges.

Checks with a Green status are ready to be posted. When you review a check with a Green status:

•

Confirm that the tenant that Voyager has automatically identified is the correct tenant for the check.

•

Confirm that the number in the Check # field is the correct check number.

A Yellow status indicates that:

•

Voyager identified only one tenant that is associated with the routing number and bank account number printed on the check and Voyager has assigned the check to this tenant.

•

The check amount does not equal the total amount of the tenant’s open charges.

NOTE If your company has enabled the CAR/LAR software and if this software was unable to read the check amount, 0.00 appears on the CHECKscan screen for the check.

When you review a check with a Yellow status:

•

Confirm that the tenant that Voyager has automatically identified is the correct tenant for this check.

•

Confirm that the number in the Check # field is the correct check number.

•

If the check amount is 0.00 you must enter the check amount. For more information, see Entering a Check Amount for a Check.

•

If the check amount is less than the total amount of the tenant’s open charges, you can change the allocation that Voyager performed when it applied the check amount to the open charges. For more information, see Reallocating the Check Amount to Open Charges.

A Blue status indicates that Voyager has identified multiple tenants that are associated with the routing number and bank account number printed on the check.

When you review a check with a Blue status, you must select one or multiple tenants as appropriate for that check. For more information, see Selecting Tenants for Checks That Are Associated with Multiple Tenants.

A Red status indicates that:

•

Voyager was not able to identify a tenant based on the routing number and bank account number printed on the check.

•

There may be another reason for this error condition such as two possible check numbers or some other issue with the MICR in the check’s MICR line.

When you review a check with a Red status:

•

You must assign the check to one or multiple tenants. For more information, see Assigning Checks to Tenants and Other Payer Types.

•

If there is another reason why Voyager assigned the Red status to the check, address the error to clear the Red status. The message in the Comments field indicates the reason for the error.

•

If you are unable to resolve the cause of the error, you can delete the check. For more information, see Deleting a Check from a Batch.

Before you can continue with this procedure, all checks with a Blue status or a Red status must be addressed. When all the checks have either a Green status or a Yellow status, you are ready to post the batch.

6

To post the batch, click the Report button . The CHECKscan Unposted Report appears in a new window.

Graphical user interface, application, table

Description automatically generated

7

Review the report, verify that it is accurate, and then close the report window.

8

Click the Post button . A confirmation message appears.

You are not required to post a batch during the initial session when you scan the checks and begin to address any errors or warnings. You can close the CHECKscan screen and return at a latter time to finish addressing any errors or warnings and to then post the batch.